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State of Wisconsin Department of Corrections

March 13, 2017

Deputy Jail Administrator Paul Mergendahl
Marathon County Sheriff's Department
Marathon County Juvenile Detention Center
715 Packer Drive
Wausau, WI 54401

Re: Annual Juvenile Detention Facility Inspection

Dear Deputy Jail Administrator Mergendahl:

On February 23, 2017, the annual inspection of the Marathon County Juvenile Detention Center was conducted pursuant to WI Statute 301.37(3). The inspection compared the facility and its operation to applicable state statutes and Department of Corrections' Administrative Code Chapter DOC 346. This report summarizes my findings, including the progress made following the 2016 inspection, any statute or administrative code violations, physical plant and maintenance issues, and an overall summary of facility operations. The inspection worksheet document is attached to this report and includes detailed inspection results.

On the day of the inspection, there were seven juvenile offenders detained in the facility.
On the day of the inspection, there were two detention staff on shift; one of each gender.
On the day of the inspection, the detention supervisor and detention superintendent-deputy jail administrator were on site; working their day shift schedule.

Progress following the 2016 Inspection

Operational procedure updates include:

- Medication delivery times have been changed to better meet the operational needs of the facility.
- Medical staff, jail nurse, is on site at the facility every Friday. Medication set-up and oversight duties and juvenile assessments are completed by the jail nurse.
- Two new carbon monoxide monitors have been installed in the HVAC equipment area in October 2016. Beginning in November 2016, a monthly test/inspection procedure and documentation was implemented.
- On-going painting of the facility including doors and walls continues.
- Radiators in the pre-shower area in the housing units have been re-coated and look exceptional; due to humidity and condensation they were beginning to rust in areas.
- Supervisory review procedures of observation logs; general housing logs and disciplinary and medical/suicide watch logs, has been implemented and is completed by the detention corporal, Deb Brown.
- A security light switch has been installed in the in-door recreation area.

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Current Initiatives include:

- The review of Trauma Informed Care discussion regarding the use of restraints during transports and court appearances is ongoing; evaluating criteria for non-use, procedures and statewide procedures in juvenile detention facilities.
- The Electronic Medication Administration Record implementation is scheduled for March 2017.

Deficiencies/Compliance Plans

None noted.

Maintenance Items

The following items are in need of attention to ensure a healthful condition as outlined in WI Statute 302.37:

- Inspect the medication refrigerator thermometer to ensure it or the refrigerator is operating properly. The temperature reading on the thermometer on the day of the inspection was in the danger zone.
- Juveniles housed in A Block indicated that the water temperature in the shower was cold; inspect the temperature, address if needed and monitor on a routine basis. Document findings.
- It is noted that the soap dispensers in the shower areas are on order as they are in need of replacement.

The facility is maintained in exceptional condition. Maintaining the facility in the condition found on the day of the inspection and yearly following the facility opening is applauded and surely extends the longevity of the building and sets high standards and expectations.

Summary of Juvenile Detention Operations

[REDACTED]

A secure control pod is surrounded by three housing units and the booking area. Housing units consist of single cells, a shower and a dayroom with table and chairs, television and a telephone. There are four receiving cells and one close observation receiving cell located adjacent to the control pod. Recreation spaces consist of an indoor half-basketball court and a secure outside recreation area. Visiting areas include single non-contact visiting booths and contact visiting rooms and additional interview rooms. A supervisor's office, medical exam/office, service kitchen, laundry, intake shower-room, storage area and two classrooms are located within the secure perimeter of the facility.

Safety and security inspections are completed and documented. The list of inspections completed is extensive and most are noted in the worksheet document attached to this report. Annual inspections include the fire inspection, sprinkler inspection and kitchen inspection. Monthly inspections completed include the SCBA equipment, Taser, medical trauma bags, AED, carbon monoxide detectors, emergency medical kits, doors and locks, eyewash station, jail door control testing, etc. Fire extinguishers are inspected annually; dated May 2016 and evacuation routes are posted. Officer Melissa Myszka demonstrated her ability donning a SCBA. Staff participated in a "fire safety/evacuation table top training in 2016; training is scheduled for 2017.

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A review of the juvenile files, those currently being held, found them to contain all required documents. Medical files are maintained in a confidential manner as required. Juveniles placed on a suicide watch are not released until a face-to-face assessment by a mental health professional is completed and recommends release. This sound correctional practice is applauded and encouraged to continue.

Interviews with the juveniles detained revealed no issues or concerns. Observations of juvenile and staff interaction remains positive with professional communication demonstrated. Staffs development of interpersonal professional communication skills is applauded and observed during timeframes that I am on site at the facility. Juveniles stated they felt safe and that their basic needs are being met. The indoor recreation area is used daily and the outdoor recreation area continues to be provided as often as the weather conditions are favorable and the staffing levels on shift meet the facility policy. The climate of the facility on the day of the inspection was positive in nature.

A portion of the detention center philosophy, shared on the day of the inspection, is the development and scheduling of programs that benefit the juvenile while providing support and guidance. Doing good things at the facility, educating and assisting the juveniles held here continues to drive facility programs, procedures, etc. My compliments on the continued programs provided as well as pursuing additional programs of value and interest.

Facility staff is dual trained and certified; they also work at the adult jail as needed. There is a core group of staff assigned to the detention center and identified adult corrections officers that prefer to fill in at the detention center.

It is noted that the recommendations and maintenance issues found during the previous inspection have been addressed. A formal response to the inspection findings, authored by you and forwarded to this office is appreciated and continues to inform this office of your diligent attention to any issues noted or discussed during the inspection. Thank you for your continued efforts and valuable information sharing.

In 2016, a Department of Justice compliance monitoring site visit was completed by Nina Emerson, Juvenile Justice Compliance Monitor. Her report had not been received as of the date of the inspection.

Department Expectations following the 2017 Inspection include:

- Address the maintenance items noted above.
- It is recommended that the development of policies and procedures to meet the Federal Prison Rape Elimination Act (PREA) be completed and implemented. I have provided information to Detention Supervisor Cary Pellowski regarding the PREA Resource website to download the PREA juvenile requirements that will assist you in the completion of evaluating the requirements, identifying those currently being met and developing and implementing procedures and policies needed. There may also be printed informational pamphlets and posters available as requested; contact DOC-ODF office.
- Continue to provide staff training relevant to juvenile corrections. I applaud your scenario fire safety training provided in 2016. It is noted that staff have been fit tested for the SCBA equipment and face masks of the proper size are located by the equipment.
- Continue to evaluate and pursue juvenile programs of value and implement as appropriate.

Facility approved beds were verified on the day of the inspection, they include: Housing unit A - eight single cells, B - four single cells and C - eight single cells. Total bed capacity is 20.

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Approval

The Marathon County Juvenile Detention Facility is approved by the Department of Corrections for the secure detention of juvenile offenders with the maximum capacity of 20. This approval is contingent on the continued compliance with all applicable state statutes and administrative codes.

If you have any questions regarding the inspection results summarized in this letter and found in the inspection worksheet document attached or if I may be of any assistance regarding correctional matters, please contact me.

I wish to thank you and your staff for the assistance provided and the courtesy and cooperation extended during the inspection as well as during routine unannounced site visits throughout the year. Your staff is dedicated, knowledgeable and present a professional yet personable demeanor. Your staff's actions present a role model for juveniles that hopefully they may learn from and emulate. It has been a pleasure working with you and your staff.

Sincerely,



Denise Ellis
Detention Facilities Specialist

cc: Sheriff Scott Parks
Sandra LaDu-Ives, Jail Administrator
Brad Karger, County Administrator
Kurt Gibbs, County Board Chair
Kristi Dietz, Director-ODF
File

Enclosure – Inspection Worksheet Document

OPERATIONAL PLAN

DOC 346.04 Operational Plan. Before a facility may hold juveniles in secure custody, it shall have a mission statement and a written operational plan which has been approved by the department under s. 938.22 (2) (a), Stats., and which meets the requirements of 42 USC 5601 to 5761 and 28 CFR Part 31 and the standards specified in this chapter. No plan may be implemented until the department has approved the plan, under s. 938.22 (2) (a), Stats. The operational plan shall contain all of the following components:

- ◆ A statement setting forth the mission of the facility.
- ◆ Designation of whether the facility will operate as a juvenile portion of the county jail or as a juvenile detention facility.
- ◆ Policies and procedures to ensure against any contact between juveniles and adult inmates in all areas of the facility, including sallyports, entrances, booking, intake, living areas, elevators, visiting areas, staircases, medical areas, recreational areas, and fingerprinting areas.
- ◆ Policies and procedures to ensure immediate security backup in emergency situations.
- ◆ Policies and procedures to ensure compliance with the standards specified in Chapter DOC 346.

Changes or revisions:

☒ Yes ☐ No Comments: **There have been no significant policy changes within the previous year.**

ANNUAL MEETING

DOC 346.05 Annual Meeting. The superintendent shall conduct a meeting at least annually to discuss and review the operation of the facility and other juvenile justice issues.

Record of Proceedings: ☒ Yes ☐ No Date: **2-17-17** Who attended: **Juvenile Judge, Social Worker, District Attorney, DCC Probation Supervisor, Deputy Jail Administrator, etc.**

RECORDS AND REPORTING

DOC 346.06(1) Facility Register. The superintendent shall maintain a facility register which shall include identifying information for all juveniles, including name, age, gender, race, name of parents or guardian, alleged offense, detaining authority, time and date of admission, authority for admission, date and time of release, and destination of the juvenile after release.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☐ Policy and procedure manual review
- ☒ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff
- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Records are maintained as required; maintained in paper form and in the facility electronic management system.

DOC 346.06(2) Record of Events. The facility shall maintain records of the date, time and circumstances of all of the following events involving juveniles:

- ◆ Death, attempted suicide which requires emergency medical care or hospitalization, or physical injury
- ◆ Escape or attempted escape
- ◆ Significant damage to the facility
- ◆ A daily record of each juvenile's behavior, medical history, disciplinary actions, visitations, room assignment, care requirements and other special conditions

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☐ Policy and procedure manual review
- ☒ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☒ Verbal confirmation by facility staff
- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Records are maintained as required; in the facility electronic management system and/or paper records. There have been no significant events during this evaluation period.

DOC 346.06 (3) Records shall be maintained in a confidential manner as follows:

- ◆ Secured in locked desks or filing or storage cabinets
- ◆ Maintained and stored separately from records of persons 18 or older
- ◆ No person except those authorized through a court order or authorized facility or department personnel may have access to information in the records or be permitted to inspect the records
- ◆ Whenever a person is allowed access to a juvenile's file, a notation which includes the person's name, date of access and authorization for access shall be made in the file.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☐ Policy and procedure manual review
- ☒ Sample of facility records reviewed
- ☒ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff

- ☒ Previous compliance documented
- ☐ Other (Specify)

Comments:

As a reminder; any access to the juvenile files must include a notation as noted above.

DOC 346.06(4) The superintendent shall notify the department's regional detention facilities specialist within 24 hours, excluding weekends and holidays, after any of the following occurs:

- ◆ The death of a juvenile
- ◆ The provision of medical treatment to a juvenile for a life-threatening injury or the admission of a juvenile to a hospital, not including an emergency room admission or admission for detention and evaluation under ch. 51, Stats.
- ◆ The escape of a juvenile
- ◆ Any significant damage to the facility
- ◆ Any change in the superintendence of the facility

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☐ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☒ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

During this evaluation period there have been no significant reportable events.

ADMISSIONS, CLASSIFICATION, HOUSING AND RELEASE

DOC 346.08 Admission criteria.

- ◆ Juveniles may be admitted to a juvenile detention facility under the provisions of applicable Wisconsin Statutes, including chs. 938 and 48, Stats., or other court order.
- ◆ Persons who are 18 years of age or older may not be admitted or held in a juvenile detention facility, unless they are currently only under juvenile court jurisdiction under ch. 938 or 48, Stats.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Policy #6346.09. There were no juveniles participating in the 180 Program on the day of the inspection and one juvenile being considered/evaluated for the program. (The 180 Program is a 180-day therapeutic treatment program that includes counseling services for the juvenile and the family).

DOC 346.09 Admission.

- ◆ No juvenile may be placed in a juvenile detention facility unless the facility meets the requirements of this chapter and is approved by the department.
- ◆ An approved facility shall receive juveniles into secure detention 24 hours a day, 7 days a week.
- ◆ As soon as practicable following admission, each juvenile shall be required to take a bath or shower.
- ◆ A juvenile who appears to be seriously ill or injured, who exhibits significant mental or emotional distress, or who appears too intoxicated or incapacitated due to controlled substance or alcohol abuse may not be confined in the facility unless a health care professional has treated and approved the juvenile for confinement.
- ◆ The superintendent shall provide to juveniles a copy of the rules of the facility and a description of the services and programs of the facility. The superintendent shall assure that all juveniles have effective access to the information.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Comments:

Verification:

- ☒ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☒ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

During processing (booking into the facility), juveniles receive a copy of the rules, view a video outlining the rules and a copy of the rules is posted in each of the juvenile housing units.

DOC 346.10 Classification. The operational plan under s. DOC 346.04 shall contain policies and procedures creating a classification system based on legal status, gender, age, behavior, information concerning present offense, current and prior detention history, medical condition, mental health, and other criteria designed to provide for the protection and safety of juveniles, staff and the community. In addition, the classification system shall identify specific criteria for the exclusion of juveniles from being housed in dormitories under s. DOC 346.14 (3) or double cells under s. DOC 346.15.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Comments:

Verification:

- ☒ Policy and procedure manual review
- ☒ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☒ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

Policy #6346.10. Detention staff assess information noted above to determine classification and articulated the process/procedure on the day of the inspection. There is no formal form, etc. to document results.

DOC 346.11 Contact.

- ◆ There may be no physical or visual contact between juveniles and adult inmates in a juvenile detention facility.
- ◆ There may be no sustained sound contact between juveniles and adult inmates in a juvenile detention facility.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Comments:

Verification:

- ☐ Policy and procedure manual review
- ☒ Sample of facility records reviewed
- ☒ Sight confirmation by inspector
- ☒ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

There are no adult offenders housed in the facility.

DOC 346.12 Release. The operational plan under s. DOC 346.04 shall contain policies and procedures relating to the release of juveniles from custody, including all of the following components:

- ◆ Verification of identity of juvenile
- ◆ Verification of authority to release

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Comments:

Verification:

- ☒ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

Policy #6346.12.

DOC 346.14 Physical environment.

JUVENILE HOUSING:

- ◆ Each juvenile shall have a separate bunk or bed in a cell which meets the requirements of sub. (2) or s. DOC 346.15, or in a dormitory which meets the requirements of sub. (3). A facility may not exceed its rated bed capacity.
- ◆ The total number of juveniles housed in double cells under s. DOC 346.15 and in dormitories under sub. (3) may not exceed 75% of the rated bed capacity of the facility.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Comments:

Verification:

- ☐ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☒ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

All housing units are single cells (no double cells).

CELLS:

- ◆ Except if s. DOC 346.15 applies, all cells for juveniles in a facility shall be designated and used for single occupancy only.
- ◆ Unless s. DOC 346.15 applies, cells shall have minimum floor area of 35 square feet of unencumbered space. The distance between the floor and ceiling may not be less than 8 feet and the distance between opposite walls may not be less than 6 feet.
- ◆ Unless s. DOC 346.15 applies, each cell shall have all of the following:
 1. A rigidly constructed metal bed with the frame bracketed to the wall or bolted to the floor or a bed built in masonry construction of a similar strength.
 2. An unbreakable, institution-type mirror.
 3. A detention strength, metal, institution-type wash basin and toilet. The wash basin and toilet may be combined in one unit. The wash basin shall have hot and cold running water.
 4. A rigidly constructed shelf-type table and seat which are bracketed to the wall or bolted to the floor.
 5. Unless s. DOC 346.15 applies, 2 or more nonremovable, collapsible, detention strength clothing and towel hooks.
 6. Light fixtures of detention strength and providing at least 30 foot candles at 30 inches above the floor. Lights shall have a dimming capability or there shall be a nightlight to allow for comfortable sleeping. There shall be enough illumination for observation of juveniles during security checks.
- ◆ There shall be no exposed heating pipes, radiators or controls in cells.
- ◆ There shall be a release system designed to unlock cell doors individually and as a group from a single point outside the confinement area.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☐ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☒ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff
- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

All cells are single occupancy and maintained in exceptional condition. Graffiti on walls and other minor damage is addressed as identified. There was no damage found on the day of the inspection.

DORMITORIES:

- ◆ A juvenile detention facility may use dormitories in addition to cells for the secure detention of juveniles.
- ◆ Each dormitory shall be designed for a minimum of 3 and a maximum of 8 juveniles.
- ◆ If a juvenile detention facility contains one dormitory, it shall have a minimum of 2 cells designed and used for single occupancy.
- ◆ If more than one dormitory is built, the number of dormitory beds may not exceed 50% of the rated bed capacity of the juvenile detention facility.
- ◆ If, based on all the criteria under s. DOC 346.10, a juvenile detention facility determines that placement of a juvenile in a dormitory may jeopardize the health or safety of the juvenile, other juveniles in the facility, staff or the community, the juvenile may not be placed in a dormitory.
- ◆ Each dormitory shall have all of the following:
 1. A minimum combined sleeping area and adjacent day room space of 70 square feet per juvenile based on rated bed capacity of the dormitory, excluding toilets, showers and lavatories.
 2. A minimum floor to ceiling height of 8 feet.
 3. Non-locking doors on sleeping rooms, if separate sleeping rooms are provided.
 4. Unrestricted physical access to the day room, lavatories and toilets.
 5. A rigidly constructed metal bed with the frame bracketed to the wall or bolted to the floor for each juvenile based on the rated bed capacity of the dormitory.
 6. For facilities constructed or substantially remodeled after November 1, 2010, all upper bunks equipped with an anti-rollout plate.
 7. Detention strength washbasins and toilets.
 8. Unbreakable, detention strength mirrors sufficient for the number of juveniles confined.
 9. Detention strength tables and seating in the day room based on the rated bed capacity of the dormitory.
 10. Two nonremovable, collapsible, detention strength clothing and towel hooks for each juvenile confined based on the rated bed capacity of the dormitory.
 11. Detention strength light fixtures that provide at least 30 foot candles at 30 inches above the floor. Lights shall have a dimming capability or there shall be a nightlight to allow for comfortable sleeping. There shall be enough illumination for observation of juveniles during security checks.

Compliance:

- ☐ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☒ Not reviewed

Verification:

- ☐ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☒ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff
- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

There are no dormitories in the facility.

DAY ROOM:

- ◆ Each day room shall have all of the following:
 1. A minimum floor area of 35 square feet for each juvenile based on the rated bed capacity of the adjacent group of cells. In addition, each day room shall have a minimum of 70 square feet of unencumbered space.
 2. Detention strength light fixtures that provide at least 30 foot candles at 30 inches above the floor.
 3. Adequate furnishings and equipment for leisure time activities as required under this chapter.
 4. Detention strength tables and seating based on the rated bed capacity of the adjacent cells.
- (b) There shall be in the day room no exposed heating pipes, radiators or controls which are accessible to juveniles.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☐ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☒ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff
- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

The dayroom areas of the housing units are maintained in good condition.

HOLDING ROOMS:

- ◆ Holding rooms shall be located in an area that allows continuous staff observation or electronic video surveillance of juveniles.
- ◆ Each holding room shall have all of the following:
 1. Detention strength, rigidly constructed seats or benches bracketed to the wall or bolted to the floor or seats or benches of masonry construction of similar strength.
 2. A detention strength, metal, institution-type wash basin and toilet.
 3. A minimum floor area of 50 square feet of unencumbered space for 5 or fewer occupants and an additional 10 square feet of unencumbered space for each additional occupant.
 4. Detention strength light fixtures that provide at least 30 foot candles at 30 inches above the floor.
- ◆ Holding rooms are not included in the rated capacity of a facility.
- ◆ Juveniles may not be held in a holding room for more than 24 continuous hours.
- ◆ Holding rooms outside the secure perimeter shall comply with the requirements of this section.

Compliance:

- ☐ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☒ Not reviewed

Verification:

- ☐ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☒ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff
- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Interview rooms are not utilized for the temporary holding of juveniles. There are no holding rooms in the facility.

RECEIVING CELLS:

- ◆ All receiving cells shall be designed and used for single occupancy.
- ◆ Each receiving cell shall have all of the following:
 1. A rigidly constructed metal bed with the frame bracketed to the wall or bolted to the floor or a bed built in masonry construction or similar strength.
 2. A detention strength, metal, institution-type wash basin and toilet. The wash basin and toilet may be combined in one unit. The wash basin shall have hot and cold running water.
 3. Detention strength light fixtures that provide at least 30 foot candles at 30 inches above the floor. Lights shall have a dimming capability or there shall be a nightlight to allow for comfortable sleeping. There shall be enough illumination for observation of juveniles during security checks.
 4. A minimum floor area of 35 square feet of unencumbered space. The distance between the floor and ceiling may not be less than 8 feet and the distance between opposite walls may not be less than 6 feet.
- ◆ Receiving cells are not included in determining the rated capacity of a facility.
- ◆ Juveniles may not be held in a receiving cell for more than 72 continuous hours.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☐ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☒ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff
- ☒ Previous compliance documented
- ☐ Other (Specify)

Comments:

There are five receiving cells in the facility; four in the booking area and one directly adjacent to the control pod with an additional viewing window typically used for juveniles placed in a "time out".

NATURAL LIGHTING:

- ♦ Cells under sub. (2) and s. DOC 346.15 and dormitories under sub. (3) shall be provided with natural light in accordance with the International Building Code, s. 1204 as adopted by the Department of Commerce under s. Comm 61.05 (1). Artificial light may not be used as an alternative to the natural light requirements under the International Building Code.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☐ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☒ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff
- ☒ Previous compliance documented
- ☐ Other (Specify)

Comments:

Standard met.

EXTERIOR WINDOWS:

- ♦ This subsection applies to all windows that lead to the exterior of the facility or to an area outside the secure perimeter of the facility.
- ♦ All exterior windows shall be translucent or shall be located to prevent persons outside the secure perimeter of the facility from observing juveniles within the facility.
- ♦ Each exterior window that has an opening in any direction in excess of 5½ inches shall be covered with security steel grills to prevent escape.
- ♦ If an exterior window is accessible to juveniles and opens, the window shall be mounted in a detention strength frame and shall be covered on the inside with a 1,600 pound per lineal inch tensile strength security screen of .047 mil. wire diameter to prevent the passage of contraband.
- ♦ If an exterior window is not accessible to juveniles and opens, the screen shall have a tensile strength of at least 800 pounds per lineal inch and shall be made of wire of at least .028 mil. diameter.
- ♦ If an exterior window does not open, whether or not it is accessible to juveniles, the security screen required under par. (d) or (e) may be omitted if the window is mounted in a detention strength frame and the pane is security glass of sufficient strength to resist breakage and prevent the passage of contraband.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☐ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☒ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff
- ☒ Previous compliance documented
- ☐ Other (Specify)

Comments:

SHOWERS.:

- ♦ There shall be at least one shower for every 8 juveniles. There shall be an adequate supply of hot and cold water so that juveniles shall be permitted to shower on a daily basis.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☐ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☒ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff
- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Showers are located in each housing unit and are available daily. Radiators in the pre-shower area have been re-coated and appear in great condition.

MULTI-PURPOSE SPACE:

- ♦ Facilities shall contain multi-purpose space which shall have a minimum of 300 square feet of floor area or provide 35 square feet of floor area for the maximum number of juveniles expected to use the space at one time, whichever is greater.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☐ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☒ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff
- ☒ Previous compliance documented
- ☐ Other (Specify)

Comments:

Typically one of the classrooms or interview rooms is utilized for programs. An indoor half-court basketball recreation area is available daily. Juveniles were using the room during a portion of the inspection and they noted appreciation for the ability to exercise and participate in activities.

CLASSROOM SPACE:

- ♦ For juvenile detention facilities which are constructed or substantially remodeled after November 1, 2010, there shall be classroom space designed in conformity with local or state educational requirements.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☐ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☒ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff

- ☒ Previous compliance documented
- ☐ Other (Specify)

Comments:

Two classrooms provide educational space. Summer school was provided in 2016. The classroom areas have been organized and provide an area conducive to educational programs.

HEALTH CARE AREA:

- ♦ If medical or dental services are provided in the facility, there shall be sufficient space, equipment, supplies and materials for the performance of primary health care delivery in a confidential and private manner. The superintendent shall consult with the health care provider to determine the adequacy of the space, equipment, supplies and materials.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☐ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☒ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

A medical exam/office area is available to health care staff if needed while on site providing services; on site every Friday or more frequently as needed.

OUTDOOR RECREATION SPACE:

- ♦ If provided, there shall be a minimum of 70 square feet of outdoor recreational space per occupant.
- ♦ The operational plan under s. DOC 346.04 shall contain policies and procedures for the safe and secure use of outdoor recreational space.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☐ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☒ Sight confirmation by inspector
- ☒ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

The outdoor recreational space is offered as frequently as staff allows; Cary Pellowski - Detention Supervisor routinely provides the opportunity for outdoor recreation use Monday through Friday as weather permits.

STORAGE SPACE:

- ♦ Sufficient space shall be provided in the facility to store and issue clothing, bedding, cleaning supplies and other items for daily operations.
- ♦ Space shall be provided for storing the personal property of juveniles safely and securely.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☐ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☒ Sight confirmation by inspector
- ☒ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Storage areas are secure.

VISITING SPACE:

- ♦ Sufficient space for visitation shall be provided.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☐ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☒ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Visiting options available include secured booths, contact visits and video visitation.

DOC 346.15 Double ceiling.

- ◆ A juvenile detention facility may use cells for double occupancy. This section does not apply to a juvenile portion of a county jail.
- ◆ If a juvenile detention facility determines, based on all the criteria under s. DOC 346.10, that placement of a juvenile in a double cell may jeopardize the health or safety of the juvenile, other juveniles in the facility, staff or the community, the juvenile may not be placed in a double cell. If a juvenile detention facility determines based on all the criteria under s. DOC 3346.10 that placement of 2 particular juveniles in a double cell may jeopardize the health or safety of either juvenile, other juveniles in the facility, staff or the community, those juveniles may not be placed together in the double cell.
- ◆ In addition to the requirements for single occupancy cells under s. DOC 346.14(2) and before a cell may be used for double occupancy, all of the following conditions shall be met.
 1. Minimum floor area
 - In juvenile detention facilities which were constructed or substantially remodeled between October 1, 1994 and November 1, 2010, a cell shall have a minimum floor area of 70 square feet. The distance between the floor and ceiling may not be less than 8 feet and the distance between opposite walls may not be less than 6 feet.
 - In juvenile detention facilities which were constructed before October 1, 1994 and have not been substantially remodeled after October 1, 1994, a cell shall have a minimum floor area of 54 square feet. The distance between the floor and ceiling may not be less than 8 feet, and the distance between opposite walls may not be less than 6 feet.
 - In juvenile detention facilities which are constructed or substantially remodeled after November 1, 2010, a cell shall have a minimum floor area of 70 square feet of unencumbered space.
 2. Receiving cells. Receiving cells may not be used for double occupancy.
 3. Single occupancy cells. Each juvenile detention facility shall maintain a minimum of 2 cells which are designed and used for single occupancy only.
 4. Double occupancy cells. A juvenile detention facility may not exceed 75% double occupancy of the total number of cells, excluding receiving cells and holding rooms.
 5. Clothing hooks. Each cell shall contain a minimum of two nonremovable, collapsible, detention strength clothing and towel hooks for each occupant.
 6. Anti-rollout plates. For facilities constructed or substantially remodeled after November 1, 2010, all upper bunks shall be equipped with an anti-rollout plate.

Compliance:

- ☐ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☒ Not reviewed

Verification:

- ☐ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☒ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

There are no double cells in the facility.

SAFETY AND SECURITY

DOC 346.16 Fire protection.

- ◆ The operational plan under s. DOC 346.04 shall contain policies and procedures relating to fire protection and evacuation, including evacuation of persons with disabilities and appropriate training of staff. The policies and procedures shall comply with local fire department recommendations.
- ◆ The evacuation plan shall be posted in a conspicuous place for staff to view.
- ◆ The facility shall have and shall properly maintain fire alarms, smoke and thermal detectors, and fire extinguishers. The facility shall place this equipment in accordance with the advice of the local fire department.
- ◆ All staff shall be trained in the proper use of the equipment in sub. (3) and in emergency rescue and evacuation procedures. Documentation of such training shall be maintained in the facility files.
- ◆ There shall be fire inspection services at least annually with documentation of such inspection in facility files.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☒ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Policy #6346.16. The fire inspection was completed on 4-28-16; no violations were cited. The annual sprinkler inspection was completed on 1-12-16. Additional monthly inspections completed include: door and lock inspections, emergency medical kit inspections, AED maintenance, SCBA inspections, Taser inspection, eye wash station inspection, fire alarm testing and juvenile to adult emergency door and radio backup testing. A carbon monoxide detector test is completed monthly; implemented in November 2016.

DOC 346.44 Observation of juveniles. The operational plan under s. DOC 346.04 shall contain policies and procedures relating to the frequency of cell checks, including all of the following components:

- ◆ All areas occupied by juveniles shall be physically observed at irregular intervals to ensure the custody, safety and welfare of the juveniles.
- ◆ At a minimum, officers shall physically observe each juvenile at irregular intervals according to the following schedule.
 1. Juveniles in behavioral segregation, discipline and control, suicide watch or other special needs status at least every fifteen minutes.
 2. Juveniles in receiving cells or holding rooms at least every fifteen minutes.
 3. Except as provided in par. (a) or (b), juveniles in general population or administrative segregation at least every thirty minutes.
- ◆ Each observation shall be documented.
- ◆ Closed circuit television is not a substitution for physical observations by officers.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☒ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

A review of observation logs revealed completed security observation checks within the timeframe required. Counts are completed daily. Dates reviewed: 8-6-16, 11-11-16, 12-22-16, 1-1-17, 1-2-17 and 1-7-17.

DOC 346.45 Searches. The operational plan under s. DOC 346.04 shall contain policies and procedures relating to searches to ensure the safety and security of the facility, juveniles, staff, or public, including all of the following components:

- ◆ Search of facility premises
- ◆ Search of the living quarters of juveniles, including their personal property
- ◆ Searches of juveniles
- ◆ Searches of visitors
- ◆ Searches of professional staff
- ◆ Searches of volunteers
- ◆ Searches of staff
- ◆ Strip searches may be conducted only in accordance with s.968.255 (2) and (3), Stats.
- ◆ Searches may not be conducted as a disciplinary measure.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☒ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Policy #6346.45/Juveniles, #6346.42/Volunteers, #6346.35/Visitation and #6346.44/Security Inspections. Facility searches are completed monthly and documented.

DOC 346.46 Security practices.

- ◆ There shall be at least 3 complete sets of secure area and fire escape keys, one set in use, one set stored in a safe place which is accessible only to staff workers for use in an emergency, and one set stored in a secure place outside the confinement area.
- ◆ There shall be an accurate record of the location of all keys.
- ◆ All staff workers shall be given instructions concerning the use and storage of the keys and shall be held strictly accountable for keys assigned to them.
- ◆ All staff workers shall be familiar with the locking system of the secure area and able to release juveniles promptly in the event of a fire or other emergency.
- ◆ The superintendent shall ensure that monthly inspections are made to determine if cell, dormitory and fire escape locks are in good working order. The inspections shall be documented.
- ◆ An approved security door with security glass observation openings shall be provided for locked entrances into all confinement rooms and areas.
- ◆ Any damage to the facility which compromises safety or security shall be promptly and securely repaired.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☒ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Door and lock inspections are completed monthly and documented on a comprehensive form. A key control log is completed daily. In an emergency, the jail has the capability to operate the juvenile control pod and monthly testing is completed to ensure proper operation.

DOC 346.47 Discipline. The operational plan under s. DOC 346.04 shall contain policies and procedures relating to discipline of juveniles, including all of the following components.

- ◆ At the time of admission, each juvenile shall be notified verbally and provided with a copy of the rules of behavior required in the facility and the potential disciplinary actions imposed for violation of the rules. Copies of the rules shall be posted in conspicuous places.
- ◆ Documentation of a rule infraction and any disciplinary action shall be made part of the juvenile's record as required under s. DOC 346.06.
- ◆ Disciplinary action shall be determined on an individual basis. Group discipline for the misbehavior of one juvenile is prohibited.
- ◆ No juvenile may be given authority over another juvenile or be involved in taking disciplinary actions against another juvenile.
- ◆ The following sanctions shall be allowed as disciplinary actions:
 1. Cell confinement, except that cell confinement for 6 hours or more shall not occur unless the juvenile is first given a disciplinary hearing in accordance with s. DOC 346.48. Supervisory personnel shall review cell confinement of less than 6 hours.
 2. Restriction of privileges, including use of radio, television, leisure time materials or canteen, provided that procedures under sub. (6) are followed. Restriction on opportunities for religious worship, food or special dietary requirements, sleep, access to attorneys, courts, legislators, mental health personnel or social workers, and basic health and sanitation requirements is prohibited.
 3. Restriction of family visits, telephone, education, non-privileged mail and exercise when the restriction is directly related to a violation of rules concerning these activities, provided that the procedures under sub. (6) are followed
- ◆ A juvenile's privileges may be restricted for a rule violation after the juvenile is given an opportunity to explain the circumstances of the alleged violation. A supervisor shall review the rule violation and restriction within 24 hours. The supervisor's review shall include an opportunity for the juvenile to explain the circumstances of the alleged violation.
- ◆ A juvenile may not be disciplined by corporal or unusual punishment, intentional humiliation, mental abuse, interference with the daily functions of living, the use of chemical agents, the use of restraints such as handcuffs or shackles, or by placement in a cell designed for the administrative or disciplinary segregation of adults.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☒ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Policy #6346.47. Disciplinary records reviewed found detailed reports. The records reviewed the disciplinary sanctions imposed were short term (less than six hours).

DOC 346.48 Disciplinary hearings. The operational plan under s. DOC 346.04 shall contain policies and procedures relating to disciplinary hearings, including all of the following components:

- ◆ Whenever cell confinement of 6 hours or more is proposed as a disciplinary measure, the juvenile shall be given a disciplinary hearing. Notice of the hearing and specific charges shall be given at least 12 hours prior to the hearing unless the notice is waived by the juvenile. The juvenile shall be advised of the following rights.
 1. The right to request the presence of available material witnesses.
 2. The right to have the facility provide a staff advocate or adequate substitute to assist the juvenile in responding to the charges.
- ◆ The disciplinary hearing shall be held before an impartial hearing officer or committee within 24 hours of receipt of the written notice by the juvenile.
- ◆ At the hearing, the juvenile or the juvenile's representative shall be entitled to call witnesses and present documentary evidence which are material to the determination of the facts of the alleged violation.
- ◆ No later than 24 hours after the hearing, the hearing officer shall issue a written decision and instructions for possible appeal to the superintendent.
- ◆ A juvenile may waive the right to a disciplinary hearing in writing at any time. A waiver does not constitute an admission of the alleged violation.
- ◆ A juvenile may appeal the decision of the hearing officer to the superintendent within 24 hours of receipt of the decision.
- ◆ The superintendent shall issue a written decision no later than 24 hours after receipt of an appeal under sub. (6).

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☒ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Policy #6346.48. There were no disciplinary hearing records to review. Disciplinary sanctions imposed were less than six hours.

DOC 346.49 Control. The operational plan under s. DOC 346.04 shall contain policies and procedures for the control of juveniles, including all of the following components:

- ◆ Cell confinement
 1. If a juvenile's behavior presents a serious risk of harm to self or others or if a juvenile presents a serious risk to security, the juvenile may be confined to his or her own cell for purposes of control and shall be referred to health care professionals as soon as possible if appropriate. The juvenile shall be released as soon as the danger has ended. Cell confinement for control for more than one hour shall require the approval of the superintendent or designee. If the juvenile is held in cell confinement for more than one hour, the superintendent or designee shall personally visit the confined juvenile before the juvenile has been confined for 6 hours, excluding hours between 8:00 p.m. to 7:00 a.m., and at least once every 6 hours thereafter until the juvenile is released from cell confinement. Documentation of cell confinement and required approvals shall be made a part of the juvenile's record.
 2. A juvenile may be confined to his or her own cell for discipline or control only as follows:
 - There may be no additional loss of privileges, and reading, recreational and educational materials shall be provided unless there is reason to believe that these materials will be damaged or their presence presents a danger to the juvenile.
 - No juvenile may be placed in cell confinement for more than 24 consecutive hours without medical authorization based on a finding that further confinement will not harm the juvenile.
 - A written or electronic log of cell confinements shall be recorded and maintained.
 - A juvenile may not be placed in confinement in a cell designed for the administrative or disciplinary segregation of adults.
- ◆ Use of restraints and control devices
 1. Instruments of restraint, such as handcuffs, leg irons, restraint chairs, and straight jackets may not be applied as treatment or punishment. Restraints and control devices may only be used with the approval of the superintendent for prevention of escape during transfer, for medical reasons by direction of a health care professional, or to prevent juvenile self-injury, injury to others, or property damage.
 2. Instruments of restraint may not be applied for more time than is necessary to achieve the purposes under par. (a).
 3. Staff shall examine restraints and other control devices to assure proper use and operation. Staff shall not use restraints or other control devices which are defective or excessively worn.
 4. Documentation of use of restraints and control devices shall include the reason for and duration of use.
 5. Officer and other staff shall receive training on the use of restraints and control devices under s. DOC 346.21 (2).

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☒ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff
- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Policy #6346.49. Staff is provided annual training as required; provided in March and December 2016.

MAINTENANCE OF JAIL, SANITATION AND CARE OF JUVENILES

DOC 346.17 Sanitation. The operational plan under s. DOC 346.04 shall contain policies and procedures for sanitation, including all of the following components:

FOOD SERVICE:

- ◆ No person who is known to be infected with a disease in a form that is communicable by food handling may be employed or work as a food handler in a facility. If the superintendent suspects that a person has a communicable disease that may be transmitted by food handling, the superintendent shall exclude the person from working with food and, in the case of a reportable communicable disease defined under s. DHS 145.03 (4), shall notify the local health authority immediately.
- ◆ No person may use tobacco in food storage or food preparation areas, or while serving food.
- ◆ All persons who work in food service areas shall wear clean garments and clean caps or hairnets, and shall keep their hands clean at all times when engaged in the handling of food, drink, utensils or equipment. Particular attention shall be given to the cleaning of fingernails.
- ◆ Adequate and convenient hand washing facilities shall be provided for use by persons working in food services areas, including hot and cold running water, soap and approved sanitary towels. Use of a common towel is prohibited.
- ◆ All milk and milk products served shall be pasteurized and shall be from sources certified as grade A.
- ◆ No spoiled or contaminated food may be used.
- ◆ All raw vegetables, fruits and poultry shall be thoroughly washed in clean water.
- ◆ All purchased meats and poultry shall be from sources that are subject to federal or state inspection.
- ◆ All ice used for cooling drinks or food by direct contact shall be from a safe public water supply and stored and handled to prevent contamination.
- ◆ Food shall be prepared by methods that conserve nutritive value, flavor and appearance.
- ◆ Food shall be covered or protected when in transit.

- ◆ Food and drink shall be stored in a clean, well-ventilated place protected from insects, dust, vermin, overhead leakage, sewage backflow and other contamination.
- ◆ Staple foods and bulk supplies of flour, sugar and similar ingredients shall be stored in metal or plastic containers with tight-fitting covers once the original container is opened.
- ◆ Food shall be stored at least 6 inches above the floor on clean surfaces to permit cleaning underneath and to protect from splash and other contamination.
- ◆ All readily perishable foods, except when being prepared or served, shall be refrigerated at or below 40° F.
- ◆ Dishes, glassware, utensils and other food use or service equipment shall be stored in an area protected from contamination.
- ◆ Tables, cooking and working surfaces and food contact surfaces of equipment, including multi-use utensils, shall be thoroughly cleaned and sanitized after each usage.
- ◆ The walls, floors and ceilings of all rooms in which food or drink is stored, prepared or served, or in which utensils are washed shall be kept clean and in good repair.
- ◆ Ventilation fans, oven hoods and ducts shall be kept clean and free of grease.
- ◆ Animals shall be kept out of the kitchen, pantry or places where food is handled or prepared.
- ◆ All garbage and kitchen refuse which is not disposed of through a garbage disposal unit connected with the sewerage system shall be kept in leak-proof, nonabsorbent containers with close-fitting covers in areas separate from those used for preparation and storage of food. The contents shall be removed as often as necessary to prevent decomposition and overflow. Garbage containers shall be reasonably clean and show no evidence of accumulated grease of longstanding.

Compliance:

- ☒ Meets standard
☐ Needs improvement
☐ Non-compliant
☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
☒ Sample of facility records reviewed
☒ Sight confirmation by inspector
☐ Verbal confirmation by facility staff
- ☐ Previous compliance documented
☐ Other (Specify)

Comments:

Policy #6346.29. Meals are provided by CBM; completed at Lincoln County Jail, transported to Marathon County Jail, served on covered trays and delivered to the detention center. The facility service kitchen was inspected by Marathon County Health Department Sanitarian, Amy Arbetan, on 2-9-17; no violations cited. Cooler temperatures are inspected and documented monthly.

UTENSIL CLEANING:

- ◆ In manual washing, dishes and utensils shall first be pre-washed and then shall be washed in hot water at a temperature of at least 100° F, containing an adequate amount of an effective soap or detergent. Water shall be kept clean by changing it frequently. Sanitizing all utensils following hand washing shall be done by one of the following:
 1. Submerging all utensils for 30 seconds in clean water maintained at a temperature of 170°F or more.
 2. Submerging all utensils for rinsing in hot water at a minimum temperature of 100° F to remove soap or detergent, then submerging for at least 2 minutes in a hypochlorite solution with a chlorine solution concentration of at least 100 parts per million. A different chemical sanitizing solution may be used if approved by the department. Soaps, water softeners, washing compounds and detergents shall not be added to sanitizing solutions. All utensils shall be air-dried after sanitizing.
- ◆ Mechanical washing of utensils shall be done as follows:
 1. Utensils shall be stacked in racks or trays so as to avoid overcrowding and in such a manner as to ensure complete washing contact with all surfaces of each article.
 2. The wash water temperature of utensil washing machines shall be held from 130° F to 150° F.
 3. A detergent shall be used in all washing machines.
 4. For sanitizing in a spray-type machine, dishes shall be subjected to a rinse period of 10 seconds or more at a temperature in the supply line of the machine of at least 180° F. For sanitizing in an immersion-type machine, dishes shall be submerged for 30 seconds or more with the water at the temperature of 170° F or more. There shall be a constant change of water through the inlet and overflow.
 5. Thermometers shall be located in both the wash compartment and rinse water line, in such locations as to be readily visible. Thermostatic control of the temperature of the rinse water shall be provided in new equipment.
 6. The pressure of the water used in the spray washing and rinsing shall be 15 to 25 pounds per square inch at the machine nozzles.
 7. Utensils shall be allowed to air-dry in racks or on drain-boards.

Compliance:

- ☐ Meets standard
☐ Needs improvement
☐ Non-compliant
☒ Not reviewed

Verification:

- ☐ Policy and procedure manual review
☐ Sample of facility records reviewed
☒ Sight confirmation by inspector
☒ Verbal confirmation by facility staff
- ☐ Previous compliance documented
☐ Other (Specify)

Comments:

Meal trays are delivered back to the Marathon County Jail for cleaning and sanitizing.

INSECT AND RODENT CONTROL:

- ◆ All outside openings shall be covered with wire screening of not less than number 16 mesh or its equivalent and shall be properly maintained to prevent entry of insects. Screen doors shall be self-closing.
- ◆ All means necessary for the elimination of vermin shall be used.

- ◆ All poisonous compounds used in the extermination of rodents or insects shall be clearly labeled as poisons. Poisonous compounds shall be stored in a locked area separate from food, kitchenware, and medications.
- ◆ Poisonous or toxic materials may not be used in a way that contaminates food, equipment, or utensils, or in a way that constitutes a hazard to juveniles, staff or other person, or in a way that is not in full compliance with the manufacturer's labeling.

Compliance:

- ☒ Meets standard
☐ Needs improvement
☐ Non-compliant
☐ Not reviewed

Verification:

- ☐ Policy and procedure manual review
☐ Sample of facility records reviewed
☐ Sight confirmation by inspector
☒ Verbal confirmation by facility staff

- ☐ Previous compliance documented
☐ Other (Specify)

Comments:

Pest control services is provided by a vendor.

WATER SUPPLY:

- ◆ All water shall be obtained from a safe public water source.

Compliance:

- ☒ Meets standard
☐ Needs improvement
☐ Non-compliant
☐ Not reviewed

Verification:

- ☐ Policy and procedure manual review
☐ Sample of facility records reviewed
☐ Sight confirmation by inspector
☒ Verbal confirmation by facility staff

- ☒ Previous compliance documented
☐ Other (Specify)

Comments:

Water supply is provided via the city water system.

DOC 349.29 Nutrition. The operational plan under s. DOC 346.04 shall contain policies and procedures relating to the nutrition of juveniles, including all of the following components:

- ◆ The facility shall provide nutritious and quality food for all juveniles. Menus shall satisfy generally accepted nutritional standards.
- ◆ Milk shall be offered as a beverage at every meal.
- ◆ A juvenile may abstain from any foods that violate the juvenile's religion. Consistent with available resources, the facility shall provide a substitute from other available foods from the menu served at the meal. The substitutions shall be consistent with sub. (1).
- ◆ Daily menus of food actually served shall be kept on file for at least 60 days and shall be made available to the department upon request.
- ◆ Menus and portion sizes shall be reviewed at least annually by a dietitian to ensure compliance with nationally recommended food allowances. Reports shall be available to the department upon request.
- ◆ Supplementary food or modified diet, as ordered by a physician, shall be provided for those juveniles who have special needs.
- ◆ A minimum of 3 meals, 2 of which are hot, shall be provided at regular meal times during each 24 hour period with no more than 14 hours between the evening meal and breakfast. Provided basic nutritional standards are met, the superintendent may permit variations based on weekend and holiday food service demands.

Compliance:

- ☒ Meets standard
☐ Needs improvement
☐ Non-compliant
☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
☒ Sample of facility records reviewed
☒ Sight confirmation by inspector
☐ Verbal confirmation by facility staff

- ☐ Previous compliance documented
☐ Other (Specify)

Comments:

Policy 6346.29. A menu review was completed by Abby LeBrun, RD, CD, on 2-9-17. A four week menu cycle is provided as well as special diets ordered by medical staff or religious diets as requested by the juvenile. An evening snack is provided utilizing commodities provided by the local school district (DPI). Documentation of meals and snacks provided is maintained.

DOC 346.30 Personal hygiene. The operational plan under s. DOC 346.04 shall contain policies and procedures relating to the personal hygiene of juveniles, including all of the following components:

- ◆ Toilet articles sufficient for the maintenance of cleanliness and hygiene, including but not limited to, toothpaste and toothbrush, soap, comb, toilet paper, shampoo, shaving materials, and feminine hygiene materials shall be provided. There shall be no common use of these items.
- ◆ Juveniles shall be permitted to shower on a daily basis.

Compliance:

- ☒ Meets standard
☐ Needs improvement
☐ Non-compliant
☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
☒ Sample of facility records reviewed
☒ Sight confirmation by inspector
☒ Verbal confirmation by facility staff

- ☐ Previous compliance documented
☐ Other (Specify)

Comments:

Policy #6346.31 and #6346.32. Hygiene products are provided and showers are available daily. The shower soap dispensers are scheduled to be replaced once the ordered dispensers arrive.

DOC 346.31 Personal property. The operational plan under s. DOC 346.04 shall contain policies and procedures relating to the inventory, storage and return of a juvenile's personal property, including all of the following components:

- ◆ Items of personal property, including money, which are taken from the juveniles shall be listed in writing, stored in a safe place and returned to the juvenile upon release. Each juvenile and an employee shall sign the written property list at the time of admission and release. If a juvenile cannot or will not sign the property list, a written notation to that effect shall be placed on the list and verified by one witness.
- ◆ Provision for the possession of authorized personal property.
- ◆ Provision for the return of juvenile's property.
- ◆ Provision for the disposal of unclaimed or unauthorized property.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☒ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Policy #6346.31. Property is inventoried and documented at booking and include the juvenile's and staff's signatures.

DOC 346.32 Clothing and linen. The operational plan under s. DOC 346.04 shall contain policies and procedures relating to the clothing and linen which a juvenile is permitted to have, including all of the following:

- ◆ CLOTHING. All of the following shall be provided:
 1. A set of clean clothing if juveniles are not allowed to wear their personal clothing.
 2. Clean undergarments which shall be issued daily.
 3. Clean outer garments which shall be issued a minimum of twice weekly.
- ◆ LINEN. All of the following shall be provided:
 1. A clean and sanitized, fire-retardant mattress and pillow, including integrated units, which shall be kept clean and in good repair.
 2. Two sheets or one sheet and one mattress cover and pillowcases, which shall be exchanged and cleaned weekly.
 3. A towel and washcloth, which shall be exchanged and cleaned twice weekly.
 4. A clean, fire-retardant blanket, which shall be laundered monthly and before reissue to another juvenile.

Compliance:

- ☐ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☒ Sample of facility records reviewed
- ☒ Sight confirmation by inspector
- ☒ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☒ Other (Specify)

Comments:

Policy #6346.32. Clothing and linen is provided as required.

STAFFING

DOC 346.21 Education and training.

- ◆ Within the first 30 days of employment, all security staff shall receive at least 40 hours of orientation training which shall be documented in the employee's personnel record and which shall include but not be limited to the following:
 1. Facility policies and procedures.
 2. Information on the administrative rules governing secure detention of juveniles.
 3. First aid, the use of emergency equipment, and medical screening.
 4. Supervision and control of juveniles.
 5. Suicide prevention, mental health and crisis intervention.
 6. Health screening and care and medications.
 7. Use of restraints and control devices.
 8. Communications skills.
- ◆ Officers shall receive at least 8 hours of annual training on the care and custody of juveniles, suicide prevention, mental health, crisis intervention, medications, health screening at the time of admission, and use of restraints and control devices.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☒ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Policy #6346.21. Staff training required is provided annually. Additional training provided include fire safety table top exercise, CPR, Legal Update, TIME Recertification, Crisis Intervention and Preparedness, Compassion Fatigue and Burnout and Youth Mental Health Care. The staff training is scheduled in 2017.

DOC 346.22 Staffing plan in juvenile detention facilities. The operational plan under s. DOC 346.04 shall contain policies and procedures for staffing, including all of the following components:

- ◆ The superintendent of a juvenile detention facility shall submit to the department for approval a staffing plan which specifies methods by which adequate staffing will be provided to ensure the health, safety and welfare of the juveniles.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☒ Sample of facility records reviewed
- ☒ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff

- ☒ Previous compliance documented
- ☐ Other (Specify)

Comments:

Policy #6346.18. [REDACTED] **During the weekdays, the detention supervisor is available and working the day shift on site as well as the Deputy Jail Administrator.**

PROGRAMS AND SERVICES

DOC 346.33 Mail. The operational plan under s. DOC 346.04 shall contain policies and procedures relating to written contact between juveniles and their families, friends, attorneys, the court system, governmental officials and others, including all of the following components:

- ◆ The amount of mail a juvenile may send or receive may not be limited unless the reasons for such limitation are documented in the juvenile's record.
- ◆ Privileged correspondence may not be limited.
- ◆ Mail to the juvenile shall be delivered on the same day that it is received at the facility.
- ◆ Appropriate writing materials shall be provided to juveniles upon request.
- ◆ Postage for a minimum of 2 non-privileged letters a week shall be provided for each juvenile. Postage for privileged correspondence may not be limited.
- ◆ Incoming privileged mail may be opened and inspected in the presence of the juvenile to whom the mail is addressed. Privileged mail may not be read.
- ◆ Juveniles shall be provided notice upon admission that their non-privileged incoming letters and packages may be inspected for contraband.
- ◆ Provision for staff inspection and reading of non-privileged incoming and outgoing mail.
- ◆ Juveniles shall be notified of confiscated mail.
- ◆ Mail which is confiscated shall be inventoried. Confiscated mail shall be returned to the sender, disposed of, or delivered to the juvenile upon release. A record of confiscated mail shall be maintained and include the names of the sender and receiver, the dates of receipt and disposition, and the reasons for confiscation and disposal.
- ◆ Cash, checks or money orders shall be receipted, inventoried and credited to the juvenile's account or placed in the juvenile's secured property.
- ◆ Mail addressed to a released juvenile shall be forwarded unopened to the juvenile or returned to the sender or post office if no forwarding address is available.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Policy #6346.33.

DOC 346.34 Telephone. The operational plan under s. DOC 346.04 shall contain policies and procedures relating to juvenile access to the telephone, including all of the following components:

- ◆ Upon admission, the juvenile shall be given an opportunity as soon as possible to make a minimum of 2 telephone calls to his or her parents, legal guardians, foster parents, custodians or legal counsel.
- ◆ Other than those under sub. (1), a juvenile shall be given the opportunity to make telephone calls to his or her parents, legal guardians, foster parents, custodians or legal counsel, based on the facility's schedule, telephone availability, and personnel constraints. Reasons for limiting access to the telephone shall be documented.
- ◆ A juvenile shall be allowed to make at least one 10-minute telephone call to a family member every 24 hours.
- ◆ Provision for a juvenile to receive personal telephone calls or messages from parents, legal guardians, foster parents, custodians or legal counsel.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments: **Policy #6346.34.**

DOC 346.35 Visitation. The operational plan under s. DOC 346.04 shall contain policies and procedures relating to visitation, including all of the following components:

- ◆ Family visits are of primary importance and shall be allowed on a daily basis. Each facility shall provide for family visits during designated hours. Visiting hours shall be designated during both the day and evening with a minimum of 3 hours before 5:00 p.m. and 2 hours after 5:00 p.m.
- ◆ Clergy, teachers, mental health professionals, social workers and legal counsel shall be permitted to visit at reasonable times. These visits may not be subject to any physical barriers and shall be free from audio monitoring.
- ◆ The superintendent may authorize persons in addition to those listed in subs. (1) and (2) to visit a juvenile.
- ◆ The number of visitors a juvenile may receive and the length of visits may be limited only as required by the facility's schedule, space availability and personnel constraints or when there are documented reasons to justify such limitations. Family visiting time may not be scheduled for less than 30 minutes.
- ◆ Visitors shall be required to register upon entry into the facility.
- ◆ Establishment of a search policy of visitors and their possessions.
- ◆ A superintendent may permit contact visiting based on security needs and physical plant.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☒ Verbal confirmation by facility staff
- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments: Visiting hours available meet the requirements. Visiting options include contact and non-contact visiting and video visitation.

DOC 346.36 Programming. The operational plan under s. DOC 346.04 shall contain policies and procedures relating to programming for juveniles, including all of the following components:

- ◆ Juveniles shall be out of their cells a minimum of 12 hours per day, except for discipline, medical, behavioral, investigative or lockdown reasons.
- ◆ If a juvenile is not out of his or her cell for a minimum of 12 hours each day, facility staff shall document in writing the reasons for the increased cell time.
- ◆ On weekdays other than legal holidays, a minimum of 6 hours of the out-of-cell time under sub. (1) shall be time spent in structured group or individual activities, including education, exercise, recreation, and, as appropriate, family counseling or drug and alcohol counseling. On weekends and legal holidays, a minimum of 3 hours of the out-of-cell time under sub. (1) shall be time spent in structured activities which may include visitation, recreation, exercise and housekeeping.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☒ Sample of facility records reviewed
- ☒ Sight confirmation by inspector
- ☒ Verbal confirmation by facility staff
- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments: Policy #6346.36. A number of various programs and activities are in place. An indoor half-basketball court and an outdoor recreation area provide physical activity and exercise space.

DOC 346.37 Education. The operational plan under s. DOC 346.04 shall contain policies and procedures relating to educational programming for juveniles, including all of the following requirements:

- ◆ Superintendents shall ensure that juveniles have access to education, as provided by the school district in which the facility is located.
- ◆ Superintendents shall notify the school district in which the facility is located when juveniles are present in the facility.
- ◆ Superintendents shall cooperate with the school district in which the facility is located in the implementation of an educational program.
- ◆ Superintendents shall communicate to the department of public instruction significant concerns regarding adequacy of educational programming within facilities.
- ◆ Superintendents shall document on a daily basis all of the following:
 1. Number of hours of instruction by a teacher.
 2. Number of juveniles receiving instruction.
 3. Names of juveniles who refused to participate in education.
 4. Names of juveniles who were unable to participate and the reasons for the inability.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☒ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☒ Verbal confirmation by facility staff
- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Policy #6346.37. Educational services are provided by the local DPI. Summer school was provided in 2016. Documentation is maintained as required.

DOC 346.38 Reading materials. The operational plan under s. DOC 346.04 shall contain policies and procedures relating to access to reading materials, including all of the following components:

- ♦ Reading materials of general interest, such as books, newspapers and magazines, shall be provided.
- ♦ Reading materials which are prohibited for juveniles because their content creates a security risk shall be identified.
- ♦ Inspection of reading materials brought by visitors for juveniles if the facility allows visitors to bring in reading materials.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☒ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff
- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Policy #6346.48. Reading material is provided via a library consisting of age appropriate books.

DOC 346.39 Recreation and exercise. The operational plan under s. DOC 346.04 shall contain policies and procedures relating to recreation and exercise for juveniles, including the following components:

- ♦ Juveniles shall have access to leisure time supplies and activities unless use of these materials is restricted for disciplinary or security reasons.
- ♦ Each juvenile shall be provided an opportunity to participate in at least one hour of large muscle or cardiovascular physical exercise per day.
- ♦ Superintendents shall document on a daily basis the names of juveniles who do not participate in recreation or exercise and the reason for nonparticipation.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☒ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff
- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Policy #6346.39. The outdoor recreation area is utilized fairly often. Climate and staffing are two of the deciding factors. Routinely the detention supervisor is able to provide the area open to juveniles Monday through Friday. [REDACTED] The indoor recreation area is provided daily.

DOC 346.40 Religion. The operational plan under s. DOC 346.04 shall contain policies and procedures relating to religious programming, including all of the following components:

- ♦ Juveniles shall have the right to religious ministrations and sacraments as provided in s. 301.33, Stats.
- ♦ Juveniles shall be given an opportunity to request access to clergy. Facilities shall document requests and their disposition.
- ♦ Juveniles shall be notified of the schedule of religious services available in the facility and of religious organizations and clergy willing to conduct religious services in the facility.
- ♦ The superintendent shall provide to a juvenile a Bible, Quran, or other religious text upon request under s. 301.33, Stats.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff
- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Policy #6346.40.

DOC 346.41 Uncompensated work assignments. Juveniles are not required to participate in uncompensated work assignments unless the work is related to housekeeping, maintenance of the facility or grounds, personal hygienic needs, or part of an approved training or community service program. The operational plan under s. DOC 346.04 shall contain policies and procedures for juvenile work assignments.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☒ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff
- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Policy #6346.41. Juveniles clean their living area. Some juveniles may fold laundry.

DOC 346.42 Volunteers. If a facility uses volunteers, the operational plan under s. DOC 346.04 shall contain policies and procedures relating to the use of volunteers, including recruitment and selection, training and orientation, supervision and evaluation, duty and responsibility assignments, and termination.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☒ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Policy #6346.42. Volunteers are provided an orientation and sign a confidentiality agreement.

DOC 346.43 Canteen. If a facility provides canteen, vending or other similar services for juveniles, the operational plan under s. DOC 346.04 shall contain policies and procedures for use of the service. If there is a canteen, regular accounting procedures shall be followed.

Compliance:

- ☐ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☒ Not reviewed

Verification:

- ☐ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☒ Sight confirmation by inspector
- ☒ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Food commodities provided by DPI are provided to the juveniles as an evening snack. Items include milk, fruit, cheese, crackers, popcorn, brownies, raisins, etc.

HEALTH CARE

DOC 346.23 Health screening and care.

- ◆ The facility shall provide necessary medical and mental health care and emergency dental care while the juvenile is in custody. Consent of a juvenile's parent, guardian or legal custodian shall be required for treatment, except in the event of an emergency during which a parent, guardian or legal custodian is not available.
- ◆ The facility shall review the current health of every juvenile admitted to the facility in accordance with all of the following:
 1. The facility shall perform health screening upon admission.
 2. The facility shall use a health screening form which has been developed in conjunction with health care professionals.
 3. The health screening form shall be designed to obtain health information, including the juvenile's medical, mental, and dental condition, current medications, medical illnesses or disabilities, mental illnesses, developmental disabilities, substance abuse problems, and suicide risk.
- ◆ The operational plan under s. DOC 346.04 shall contain policies and procedures for juvenile health care, including all of the following components:
 1. The names of staff who are designated with the authority to make health care decisions, including emergency medical and dental care.
 2. The completion of health screening in a manner which ensures the privacy of a juvenile and confidentiality of information.
 3. Names, addresses and telephone numbers of health care professionals who provide emergency and other health care services, including counseling, shall be listed and available to staff.
 4. Referral of juveniles to health care professionals or to agencies which provide health care or counseling at the time of admission and throughout the period of detention.
 5. Provision of non-emergency health care, including use of a juvenile's personal physician.
 6. A schedule of access to routine health care which is provided to juveniles.
 7. Submission, processing, and disposition of requests for health care by juveniles.
 8. Provision of a special diet if ordered by a health care professional.
- ◆ The superintendent shall maintain agreements with health care professionals.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Policy #6346.23. Health screening forms are reviewed by medical staff via on-line or when on sight every Friday. The detention supervisor reviews the forms to ensure they are reviewed by medical staff in a timely manner. Medical staff complete routine health assessments of the juveniles. Medical staff is available as needed via the telephone. Medical staff (Correct Care Solutions) is contracted by the Marathon County Jail to provide medical service to the jail and the detention center.

DOC 346.24 Medications.

- ◆ The operational plan under s. DOC 346.04 shall contain policies and procedures developed in consultation with health care professionals, relating to the control, administration, and delivery of prescription and nonprescription medications, including all of the following components:
 1. Process by which security staff or health care professionals verify and determine the necessity of medications brought in by juveniles or other persons for a juvenile.
 2. Process for continuing administration of verified medications.
 3. Process for the inventory and secure storage of all medications brought into the facility.
 4. Consent of a juvenile's parent, guardian or legal custodian shall be required for treatment, except in the event of an emergency during which a parent, guardian or legal custodian is not available.
 5. Administration or delivery of prescription and nonprescription medications to juveniles, including identification of staff authorized by the facility to do so.
 6. Documentation of the administration or delivery of medication to a juvenile. The documentation shall include the type and dosage of medication, the name of the practitioner who prescribed the medication, the name of the person who administered or delivered the medication, the date and time of administration or delivery, and any refusal by a juvenile of recommended or prescribed medications.
 7. Return or disposal of a juvenile's unused medications inventoried upon admission or unused non-facility provided medications received by the juvenile after admission.
 8. Inventory and disposal of unused facility provided medications upon the juvenile's release.
 9. Delivery of insulin for juveniles who are insulin dependent diabetics.
- ◆ Drugs requiring parenteral administration shall be prescribed by a practitioner as defined under s. 961.01 (19), Stats., and administered by a health care professional, except juveniles who are insulin dependent diabetics may be permitted to self-administer insulin injections.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☒ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☒ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Policy #6346.24. Parental consent forms are completed and maintained in the juvenile files. Medication reviews and set up is completed by the health care staff.

DOC 346.25 Communicable disease control. The operational plan under s. DOC 346.04 shall contain policies and procedures relating to the care, treatment and supervision of juveniles who may have communicable diseases, including all of the following components:

- ◆ Provision of treatment and supervision of juveniles during isolation or quarantine under s. 252.06 (6) (b), Stats.
- ◆ Documentation of the need for isolation or quarantine under s. 252.06 (6) (b), Stats., in the juvenile's confidential medical file.
- ◆ Provision of laboratory screening for juveniles who may have been exposed to a communicable disease, if ordered by a health care professional.
- ◆ Screening for tuberculosis shall be performed on all juveniles in custody for more than one week if ordered by a health care professional. Separate parental consent is not required for ordered tuberculosis screening.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☐ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments: **Policy #6346.25.**

DOC 346.28 Medical records. The operational plan under s. DOC 346.04 shall contain policies and procedures relating to medical records of juveniles, including all of the following components:

- ◆ Juvenile medical records shall be kept separate from other records, including custodial and adult records, and shall be maintained in a confidential manner in accordance with ss. 51.30, 146.82, and 252.15, Stats., and other applicable state or federal laws.
- ◆ Records shall be maintained in locked storage and accessible only by designated staff.
- ◆ No person except those authorized under s. 51.30 or 146.82, Stats., or other applicable state or federal law may have access to information in the records or be permitted to inspect the records.
- ◆ Whenever a person is allowed access to a juvenile's confidential medical record, a notation shall be made in the file which includes the person's name, date of access and authorization for access.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☒ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff

- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments: **Policy #6346.28. Records are secured and maintained in a confidential manner as required.**

HIGH RISK SUPERVISION

DOC 346.26 Suicide prevention. The operational plan under s. DOC 346.04 shall contain policies and procedures relating to the supervision and housing of juveniles who may be at risk of seriously injuring themselves, including all of the following components:

- ◆ Assessment of a juvenile's suicide risk at admission and documentation of the results.
- ◆ Designation of security staff or health care professionals who may assess a juvenile's level of suicide risk and who may authorize placement on or removal from a suicide watch status for juveniles who are suicide risks.
- ◆ Identification of areas within the facility where juveniles who are suicide risks shall be housed.
- ◆ Referral of juveniles who are suicide risks to a mental health professional.
- ◆ Documentation of observation of juveniles under s. DOC 346.44.
- ◆ Communication between health care professionals and security staff regarding the status of a juvenile who is a suicide risk.
- ◆ Intervention of a suicide in progress, including first aid measures.
- ◆ List of persons to be notified in case of potential, attempted or completed suicides.
- ◆ Documentation of actions and decisions regarding juveniles who are suicide risks.
- ◆ Annual training plan for officers and other staff.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☒ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff
- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Policy #6346.26. Three suicide observation logs and files were reviewed. Suicide observation checks are completed within the 15-minute timeframe required. A supervisory review of the suicide logs has been implemented; the detention corporal completes the reviews with documented review results.

DOC 346.27 Crisis intervention. The operational plan under s. DOC 346.04 shall contain policies and procedures for the provision of professional services for a juvenile displaying mental distress, including withdrawal, uncontrolled emotions or self-destructive behavior.

Compliance:

- ☒ Meets standard
- ☐ Needs improvement
- ☐ Non-compliant
- ☐ Not reviewed

Verification:

- ☒ Policy and procedure manual review
- ☒ Sample of facility records reviewed
- ☐ Sight confirmation by inspector
- ☐ Verbal confirmation by facility staff
- ☐ Previous compliance documented
- ☐ Other (Specify)

Comments:

Policy #6346.27. Record documentation confirm Mobile Crisis notification regarding juveniles in crisis and on site assessment completion.